



Michigan Department of Natural Resources - Forest, Mineral & Fire Management

## URBAN AND COMMUNITY FORESTRY PROGRAM

### EMERALD ASH BORER GRANT

## APPLICATION INFORMATION

*This information is provided by Authority of Part 5 of Act 451, P.A. 1994, as amended*

### ***Cosponsored by***

USDA Forest Service, State and Private Forestry Program  
U.S. Cooperative Forestry Assistance Act of 1978 CDA 10.664

**DECEMBER 2005**

**DUE FEBRUARY 22, 2006**

***This document is available on our website at: [www.michigan.gov/dnr](http://www.michigan.gov/dnr)***

### **GENERAL INFORMATION:**

Michigan Department of Natural Resources - Forest, Mineral and Fire Management (FMFM), in cooperation with the USDA Forest Service, has established the Emerald Ash Borer (EAB) Tree Planting Grant Program. Federal Funding is provided by the USDA Forest Service, State and Private Forestry Program, Urban and Community Forestry Program (CFDA 10.664). Reimbursement cost-share funds will be available to local units of government (i.e. county, city, village, township, etc.) and non-profit organizations (501(c)3 status or other granted legal status) within Michigan EAB contiguous quarantined counties, as designated by the Michigan Department of Agriculture. In order for a local unit of government/non-profit organization to be eligible, the entire county they are located in must be quarantined due to EAB. For the most recent quarantined counties, visit [www.michigan.gov/eab/](http://www.michigan.gov/eab/).

Local units of government in counties that are only partially quarantined and impacted by Michigan Department of Agriculture EAB control activities should contact Kerry Gray, EAB Restoration Coordinator, at 517-241-1833 or [grayk@michigan.gov](mailto:grayk@michigan.gov), to determine grant eligibility.

A total of up to \$500,000 may be granted to eligible projects during this funding cycle. Grant awards will be limited to one grant per applicant, per State fiscal year (October 1-September 30). Maximum Federal grant request is \$20,000. This is a 50-50 cost share, match program. The applicant's matching funds cannot come from other Federal funds. Projects must be completed by **May 31, 2007**.

Municipalities participating in the State of Michigan's municipal ash tree removal contract program, administered by the Michigan Department of Agriculture, are eligible to apply for an additional \$4,500 in grant funds. An Ash tree removal program participant's maximum federal grant request is \$24,500. A 50-50 cost-share match is also required on the additional funds.

**The purposes of this program include:** responding to community level needs for tree replacement and urban forestry management activities due to losses associated with EAB; providing competitive financial cost-share assistance to communities for tree planting, urban and community forestry management plans and street tree inventories; assessing local capacity to deliver urban and community forestry activities; creating and maintaining healthy and sustainable urban and community forests through tree planting, strategic canopy restoration and long term community forestry plans; providing urban and community forestry technical and educational assistance to both homeowners and local units of government; improving the understanding of the benefits that trees provide; and promoting projects that assist communities in developing sustainable local urban forestry programs.

**This is a reimbursement grant program: Federal grant monies awarded under this program will be paid only upon evidence of completion of granted projects.**

For additional information, visit the DNR web page at [www.michigan.gov/dnr](http://www.michigan.gov/dnr) (see Urban & Community Forestry Program) or contact:

**EAB GRANT PROGRAM  
FOREST, MINERAL & FIRE MANAGEMENT  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES  
PO BOX 30452  
LANSING MI 48909-7952**

**(517) 241-1833  
TTY/TTD: 711 (Michigan Relay Center)**

## USEFUL WEBSITES:

USDA Forest Service—Urban and Community Forestry:

<http://www.fs.fed.us/ucf>

<http://www.na.fs.fed.us/spfo/urbanforestry/ucf.htm>

Cooperative EAB website:

<http://www.emeraldashborer.info/>

International Society of Arboriculture:

<http://www.isa-arbor.com>

Michigan State University Cooperative Extension:

<http://www.msue.msu.edu/home/>

National Arbor Day Foundation:

<http://www.arborday.org/>

TreeLink International:

<http://www.treelink.org>

Urban Horticulture Institute Publications:

<http://www.hort.cornell.edu/departments/faculty/bassuk/uh>

## ELIGIBILITY:

### ELIGIBLE APPLICANTS:

Applications will be accepted only from local units of government (i.e., county, city, village, town, township, or other legal entities of local government), and non-profit organizations\* (501(c)3 status or other granted legal status) within the Michigan EAB contiguous quarantined counties, as designated by the Michigan Department of Agriculture. In order for a local unit of government/non-profit organization to be eligible, the entire county in which they are located must be quarantined due to EAB. For the most recently quarantined counties, visit [www.michigan.gov/eab](http://www.michigan.gov/eab).

Local units of government in counties that are only partially quarantined and impacted by Michigan Department of Agriculture EAB control activities should contact Kerry Gray, EAB Restoration Coordinator, at 517-241-1833 or [grayk@michigan.gov](mailto:grayk@michigan.gov), to determine grant eligibility.

**Private land/homeowners and businesses are not eligible to apply.**

**\*Non-Profit Information:** Non-profit organizations submitting applications must also submit: a copy of the IRS letter of determination indicating non-profit status; and documented permission from the land-owning authority (e.g., municipality where the project will be performed, if it is not your own).

### ELIGIBLE ACTIVITIES:

The following activities will be eligible for funding under the EAB grant program:

1. Tree Planting.
2. Update or creation of a community tree inventory.
3. Development or update of an urban and community forestry management plan.

Tree planting, tree inventories and urban and community forestry management plans will be the only activities directly reimbursed with funds from this program.

Routine maintenance projects including tree removals, trimming, and stump removal and treatment for EAB are not eligible for federal funding reimbursement under this program.

### TREE PLANTING:

Defined as tree planting projects in areas such as parks, right-of-ways, city streets, and other locations as determined by the applicant (may include public or private property). Reimbursement shall apply to the purchase of trees only. All other related expenses, including planting, may be used towards the match requirement including ash tree removals on or after October 1, 2005 and approved EAB population control activities. (Maximum grant request: \$20,000).

### COMMUNITY TREE INVENTORY AND URBAN & COMMUNITY FORESTRY MANAGEMENT PLANS:

Grant will provide reimbursement for the following activities related to tree inventories and urban and community forestry management plans: in-house labor to conduct tree inventory or create management plan; contractual services to conduct tree inventory or create management plan; tree inventory software; and other activities approved by grant coordinator. **Grant will not reimburse for hardware or equipment (i.e. computer, GPS units, etc.).** (Maximum grant request: \$20,000).

## HOW TO APPLY:

Submit an Application (**original and two copies**), and the *Community Assessment Survey* PR 4028-2, if applicable\*\*. The Community Assessment Survey (Questions 5-10) will be used to help determine EAB impacts and needs and will be used to gauge local capacity to deliver urban and community forestry activities. Please do not enclose materials in folders or binders.

\*\*If a Community Assessment Survey has been completed for a previous EAB Tree Planting grant application, a new one is not required.

**The grant application will not be processed without the Community Assessment Survey.**

Applications should contain detailed information for the evaluation committee to review when rating your proposal. Items to include: a Project Narrative, a Budget, Tree Planting Information (if applicable) and Tree Maintenance Plan (if applicable). Failure to include these items will negatively affect the proposal rating during review.

**Narrative Information:** The narrative must describe, in appropriate detail, the community's EAB impact, purpose of the project, project objectives, short- and long-term community benefits, names of people involved and responsible for the project, and evaluation methods. Please limit Narrative Information to two (2) pages.

**Budget Information:** Applications must include the total project cost, grant amount request (no more than 50% of the total project costs), and the amount, type and source of matching funds (cash, in-kind contributions, etc.). Federal monies from other sources may NOT be used

as matching funds. In-kind contributions such as in-house or volunteer labor costs, goods, donation of services, etc. should be identified. Volunteer labor/services should be valued as: Adults - \$16.50/hour; Youths (up to age 16) - \$8.25/hour. Professional or technical services contributed by persons, businesses or companies may be estimated at reasonable and customary commercial/professional rates.

Applicants that have an approved overhead/indirect rate from a cognizant federal agency may include indirect costs as part of their match portion. Proof of certification will be required. This amount will be limited to 20% of the grant funds requested, based on MDNR directives.

All matching funds must be directly related to the EAB grant project and must have been incurred within the grant period. Some acceptable sources of match include: labor, program administration (up to 20% of grant funds requested), contractor/consulting fees, equipment, tree maintenance costs (1<sup>st</sup> year only), tree installation/planting, supplies (i.e. mulch, stakes, software, etc.), travel and delivery costs and donations.

Additional eligible match allowances include Ash tree removals occurring on or after October 1<sup>st</sup>, 2005 and approved EAB population control activities that are not federally funded.

The project budget breakdown should include the following information in a similar format:

**Example:**

Project Title: Central Park Tree Planting

Total Project Cost: \$44,700

Requested grant funds: \$20,000

Anticipated matching funds: \$24,700

	Requested Grant Funds (Federal)	Non-federal Match (Municipal Share)
Personnel/fringes		\$ 3,000
Trees	\$20,000	\$11,000
Supplies		\$ 3,500
Equip. Contracted		\$ 7,200

**Budget Detail:** 160 balled and burlap (B&B) trees at \$193.75/tree=\$31,000 (Grant will reimburse up to \$125/tree for a B&B tree=\$20,000).; Equipment-Backhoe 48 hrs. @ \$150/hr; Personnel-150 hrs. @\$20/hr; misc. Supplies.

Applicant must provide (when requested) quarterly, semi-annual and/or annual project reports. Project records must be available for audits for up to three (3) years and site reviews for up to five (5) years. Applicants must comply with all applicable state and federal requirements and regulations.

**Tree Planting Information:** This section should describe the procedures for planting trees within the community. It should be based on an overall vision to sustain and enhance the city as a livable community with an extensive, thriving urban forest that provides multiple aesthetic and environmental benefits.

Please include the following information: number of trees to be planted, size (caliper), tree planting stock size (balled & burlapped, container, bare root), tree

species, location of tree planting and tree planting detail and utility consideration.

***Important goals for tree planting projects should include:*** 1) species diversity, 2) appropriate tree for the planting location, including distance from all utilities, 3) proper planting technique, 4) commitment to maintenance and, 5) restoring community canopy cover.

Certain species, including Colorado Blue Spruce, and Bradford Pear, are discouraged due to their susceptibility to insect, disease and storm damage. Additionally, other tree species, such as Maple, should be used with discretion due to their overabundance in many communities. ***Grant will not cost share for the purchase of Norway Maple (*Acer Platanoides*). No varieties of Ash species (*Fraxinus sp.*) shall be planted, reimbursed or used towards match through this grant program.*** Native trees are encouraged whenever possible.

***Tree Planting and Maintenance Standards:*** All planting projects must comply with minimum planting stock, tree planting and maintenance standards as set forth by the American National Standards Institute (ANSI). Base standards are: Nursery Stock (ANSI Z60.1-1996); Tree Care Operations: Tree, Shrub and Other Woody Plant Maintenance- Standard Practices (ANSI A300-1995); Tree Care Operations: Pruning, Trimming, Repairing, Maintaining and Removing Trees and Cutting Brush- Safety Requirements (ANSI Z133.1-1994). Examples and instructions based on these standards may be found in How to Prune Trees, USDA Forest Service, Northeastern Area, State and Private Forestry (NA-FR-01-95); Tree Planting Detail (IC 4108, MDNR); and Tree Planting Zones (IC 4109, MDNR).

***Tree Planting Stock Size:*** Trees to be planted should be selected from the following sizes:

**Balled and Burlapped:** 1¾ - 3 inch diameter, 12-16 feet height (shade tree). Soil ball diameter 20-27 inches. Tree caliper is measured at 6 inches above ground. Maximum reimbursement shall not exceed \$125 per tree.

**Bare Root:** 1 to 1¾ inch caliper, 6-10 feet height (shade tree). Tree caliper is measured at 6 inches above ground. Roots should be numerous and fibrous. Maximum reimbursement shall not exceed \$40 per tree.

**Containerized/Potted (small to medium):** tree 1-3 feet height, container 6 inches high, inside bottom diameter 5-6 inches; tree 2-4 feet height, container 8 inches high, inside bottom diameter 6½ to 7¾ inches; tree 4-6 feet height, container 9 inches high, inside bottom diameter 8½ to 9½ inches. Maximum reimbursement shall not exceed \$40 per tree.

**Containerized/Potted (large):** Tree 6-10 feet height, minimum container depth 12 inches and minimum bottom diameter of 15 inches (i.e., 10 gallon). Minimum caliper size of ¾ inch. Maximum reimbursement shall not exceed \$55 per tree.

\*Reimbursement for tree planting stock larger than those listed above shall not exceed \$125 per tree. Seedling planting stock will not be eligible for reimbursement under this program.

**Maintenance Plan:** All planting projects must include a detailed 3-year maintenance plan. A maintenance plan should address watering, pruning, damage control/management, insect and disease monitoring and other routine and corrective actions.

The Tree Maintenance Guidelines (Minimum) (IC 4108-1) may be used as a guideline. This publication may be referenced as part of your maintenance plan, but citing it or attaching it as your complete 3-year maintenance plan will be considered adequate, not excellent, during the grant application review process. This guide may be obtained by visiting <http://www.michigan.gov/dnr> (Urban and Community Forestry Section). Costs of the first year of maintenance (only) may be used as a match.

Planting stock must be obtained from a nursery stock dealer or grower certified by the Michigan Department of Agriculture. Planting stock from out-of-state must be accompanied by a Michigan Department of Agriculture certificate. Stock obtained from municipal or government nurseries must meet appropriate standards (Michigan Insect Pest and Plant Disease Act, Public Act 189, 1931).

#### **RATING CRITERIA:**

**Submit:** An Application (**original and two copies**), with the *Community Assessment Survey* (PR 4028-2).

Applications will be rated based on two criteria: 1) Level of impact due to EAB, and 2) Quality of proposed project as described by application. Questions 5-10 on the Community Assessment Survey will be considered when determining local impacts and need due to EAB.

Project quality includes project effectiveness, project outcomes, short- and long-term impacts, cost effectiveness, and evaluation methods. In addition, community size and geographic location may be evaluated when determining final grant awards. The MDNR reserves the right to refine or alter the criteria at any time.

#### **GRANT AWARD & EXECUTION OF CONTRACT:**

Grants will be awarded to the highest rated proposals, as determined by the Michigan Department of Natural Resources, and the USDA Forest Service. Following the rating, each applicant will be notified of their status (award and allocation, or no award).

Projects meriting funding consideration, but not at the requested amounts, may be offered reduced awards.

Grant recipients will receive grant documents for processing following the initial notification. In addition, grant recipients may be required to meet with EAB Program staff prior to starting the grant to review project plans and activities.

Grant monies awarded will be paid **ONLY** upon evidence of completion of project. **Projects must be completed by May 31, 2007.**

Recipients must comply with all applicable state and federal regulations and requirements.

Projects receiving funds must acknowledge the support of the Michigan Department of Natural Resources, Urban and Community Forestry Program, and the USDA Forest Service, State and Private Forestry Program.

Michigan Department of Natural Resources, FMFM reserves the right to withhold award of available grant monies.

APPLICATIONS FOR THE EAB GRANT PROGRAM MUST BE **RECEIVED BY FEBRUARY 22, 2006.**

NO FACSIMILES WILL BE ACCEPTED.

#### **NON-DISCRIMINATION STATEMENT**

The Michigan Department of Natural Resources provides equal opportunities for employment and access to Michigan's natural resources. Both state and federal laws prohibit discrimination on the basis of race, color, national origin, religion, disability, age, sex, height, weight or marital status under the Civil Rights Acts of 1964 as amended, 1976 MI PA 453 and MI PA 220, Title V of the Rehabilitation Act of 1973 as amended, and the 1990 Americans with Disabilities Act as amended. If you believe that you have been discriminated against in any program, activity, or facility, or if you desire additional information, please write: Human Resources, Michigan Department of Natural Resources, P.O. Box 30028, Lansing, MI 48909-7528 or the Michigan Department of Civil Rights, Cadillac Place, Suite 3-600, 3054 W. Grand Blvd., Detroit, MI 48202 or the Division of Federal Assistance, U.S. Fish and Wildlife Service, 4401 North Fairfax Drive, Mail Stop MBSP-4020, Arlington, VA 22203.

For information or assistance on this publication, contact the MICHIGAN DEPARTMENT OF NATURAL RESOURCES, FOREST, MINERAL AND FIRE MANAGEMENT, PO BOX 30452, LANSING MI 48909-7952.

(517) 373-1275. TTY/TTD: 711 (Michigan Relay Center)

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